



DEPARTMENT OF THE ARMY

HEADQUARTERS, U. S. ARMY DENTAL ACTIVITY
FORT HUACHUCA, ARIZONA 85613-7040

REPLY TO
ATTENTION OF

DSBJ-CDR (100)

24 February 2000

MEMORANDUM FOR ALL DENTAC PERSONNEL

SUBJECT: U.S. Army Dental Activity (DENTAC) Policy Memorandum
#00-06 -- Policy on Use of the DENTAC Marquee

1. Purpose. To establish procedures for posting messages to the DENTAC marquee.

2. Policy.

a. The OIC and NCOIC of Runion Dental Clinic will be responsible for messages posted on the marquee. They are to establish a long term message campaign with specific themes sequenced and matched to the particular month. For example, run sun/skin cancer messages in April/May, Children's Dental Health Month in February, etc. Additionally, operational messages should be posted as appropriate, such as notice of closure due to Organizational Day Activities, holiday closures, etc.

b. The marquee should be updated each Monday--unless there is a requirement to run a message for several days. A copy of the long term notebook should be kept readily available for use in the event neither the OIC or NCOIC are available. Each side of the marquee should contain a different message, with the possible exception of important operational messages.

c. Staff members should become proactive in developing slogans and themes. This will strengthen unit cohesion.

d. The commander may chose to override clinic messages at any time. This will occur generally at the request of post personnel who wish to have a notice posted on the marquee, i.e. National Prayer Breakfast.

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commander